



Form ROW-OA-4
Rev. 01/2022
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**PERMIT APPLICATION FOR
INTERSTATE/PRIMARY SYSTEM SIGN**
Texas Transportation Code Chapter 391

For Department Use Only

Permit No: _____

Date Issued: _____

Part 1 – Instructions

This form is susceptible to changes. To ensure you are using the latest version, apply online.

Complete this form in its entirety. If the permit application is incomplete or has incorrect information, the department will reject it and will not refund the application fee. In no case will TxDOT return the original application to the applicant. **A re-submittal of an application will require a new application fee and permit application with original signatures and notary seal.** An application that is not complete or has incorrect information loses its priority location.

Part 2 – Identification of the Applicant

Complete name of applicant as shown on TxDOT Sign License (You must have a license before you apply for a permit):

Mailing Address:

Telephone:

TxDOT Sign License No:

Email Address (If you do not have an email, write "NO EMAIL"):

Part 3 – Location of Proposed Sign

Highway Designation and No (e.g. FM 1626, Connally Rd, etc.):

Side of Highway (check one):

☐ North ☐ South ☐ East ☐ West

Distance to Nearest Intersection from Sign Site (e.g. 955 ft. N of Jones Rd. or 5.2 mi. W of FM 1626, etc.):

Street Address (If available):

Nearest City:

County:

Central Appraisal District Parcel Identification Number:

Latitude (Accurate within 50 feet):

Longitude (Accurate within 50 feet):

Part 4 – Sign Impacted by a Transportation Project

- ☐ This permit application is for an existing sign that is being impacted by a transportation project and is eligible for an impacted sign credit under 43 TAC §21.192. The current TxDOT Permit Number of the impacted sign is _____.

Part 5 – Electronic Sign Faces

If you are not applying for an electronic sign, skip this part.

- ◆ Electronic signs are any that change their message or copy by programmable electronic or mechanical processes. 43 TAC §21.142(5).
- ◆ The maximum number of electronic sign-faces for a permit is two with only one face per direction of travel.
- ◆ A current copy of the local ordinance that demonstrates the allowance of an electronic sign must be attached.

Electronic Face #1 (If applicable)

Electronic Face #2 (If applicable)

Side of Sign: ☐ North ☐ South ☐ East ☐ West

Side of Sign: ☐ North ☐ South ☐ East ☐ West

You must provide contact information for the person who is available to be contacted at any time and who is able to turn off the sign in case of malfunction or to accommodate an emergency notification request for local authorities.

Name:

Telephone Number:

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|--|
| For Department Use Only Permit No: _____ |
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Part 6 – Qualifying Commercial or Industrial Activities

The minimum number of commercial or industrial activities required to qualify for the sign permit is as follows:

- ◆ Two qualifying activities: If the sign is to be located on a parcel that is not zoned by an incorporated municipality.
- ◆ One qualifying activity: If the sign is being relocated due to displacement by a transportation project (*see Part 4*).
- ◆ No qualifying activities: If the sign is to be located on a parcel zoned commercial, industrial, or equivalent by an incorporated municipality.

| Activity #1 (If applicable) | Activity #2 (If applicable) |
|--|--|
| Name (e.g. "Supreme Discount Tires"): | Name (e.g. "Blueberry Cafe"): |
| Address (physical address or location): | Address (physical address or location): |
| Hours of Operation: | Hours of Operation: |
| Phone Number: | Phone Number: |

Part 7 – Municipal Zoning

If you are not applying for a sign location within a zoned area, skip this part.

- ◆ A zoned area must be designated, through comprehensive zoning action, for general commercial or industrial use by a political subdivision with legal authority to zone, regardless of the specific label used. 43 TAC §21.178

You must attach a zoning map or verification from a city official with your application.

| | |
|--------------|----------------------------|
| City: | Zoning Designation: |
|--------------|----------------------------|

Part 8 – Landowner Identification

Note: By submitting this application, you certify that you have obtained consent to erect and maintain the above described commercial sign on the property of the person listed below. The information will be verified with the Central Appraisal District records. You must explain any discrepancies by an attachment to this application. Further, you have obtained right of entry onto the property of the sign location for the department or its agents. 43 TAC §21.159

| | |
|--|-------------------------------|
| Landowner: | Landowner's Telephone: |
| Landowner's Mailing Address (Street/PO Box, City, State, and ZIP code): | |

Part 9 – Applicant Certification

By signing this application, you certify that you have an obligation to read, understand, and follow all applicable statutes and rules concerning the erection & maintenance of commercial signs along regulated roadways:

- ◆ Texas Transportation Code, Chapter 391
(Highway Beautification on Interstate and Primary Systems and Certain Roads)
- ◆ Title 43 Texas Administrative Code, Chapter 21, Subchapter I
(Regulation of Signs Along Interstate and Primary Highways)

These statutes and regulations are available online at no cost:

www.txdot.gov > Inside TxDOT > Divisions > Right of Way > Commercial Signs

If you need assistance obtaining a copy of the above, contact this office by the means provided in Part 14 of this form.

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| For Department Use Only Permit No: _____ |
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Part 10 – Sketch or Aerial Map of Proposed Sign Site

If you provided GPS coordinates in part 3, skip this part.

To properly locate the proposed sign site, the following information must be depicted on the sketch or aerial map as required by 43 TAC §21.159(f).

- ◆ Indicate the distance from commercial or industrial improvements in relation to the sign site.
- ◆ Indicate the distance from the right of way line to the nearest part of the sign structure.
- ◆ Depict the distance from the nearest permitted Commercial Sign on the same side of the highway to the proposed sign site.
- ◆ Identify the highway name that fronts the sign site.

Attach your sketch or aerial map when submitting this application.

Part 11 – Acknowledgment by Applicant

By signing below, you certify that the information submitted on this application is true and correct and complies with the rules and regulations outlined in Title 43 of the Texas Administrative Code relating to Commercial Signs.

Printed Name of Signatory

Signature of Applicant or Authorized Representative *(Must be original signature)*

Authorized Representative's Title
if the Applicant is a Corporation

Name of Corporation if the Applicant is a Corporation

State of Texas, County of _____

This instrument was acknowledged before me on the _____ day of _____, 20__ by the above signatory, who personally appeared by physically appearing before me, or appearing by an interactive two-way audio and video communication that meets the requirements of Texas Government Code Chapter 406, Subchapter C.

Notary Public's Signature *(Must be original signature)*

Part 12 – Non-Profit Commercial Signs

If you are not a non-profit organization as defined by Title 2 Texas Business Code, Chapter 22, skip this part.

☐ This application is for a non-profit commercial sign.

- ◆ If you have not been issued a Non-Profit Commercial Sign License, please complete and attach a Commercial Sign License Application (Form ROW-OA-1) to this application; they will be processed simultaneously.
- ◆ **The application fee is reduced to \$10.00 for non-profit signs.** See Part 14 for further instructions.

Part 13 – Required Attachments

Please include only the below-listed attachments with your application:

- ◆ **For electronic signs**, only relevant section(s) of city ordinances demonstrating allowance of electronic signs.
- ◆ **If within a zoned area**, a map or other verification of zoning.
- ◆ **If you provided no GPS coordinates**, a sketch or aerial map of the sign location.
- ◆ **If the CAD's information is out-of-date or incorrect**, landowner verification documents.
- ◆ **If you received one for this sign**, the Notice of Sign Subject to Regulation (Form ROW-OA-30)
- ◆ Wind Load Certification (Form ROW-OA-14)

Part 14 – Submitting the Application

1. Attach a \$100.00 **nonrefundable** fee in the form of a check, cashier's check, or money order made payable to the Texas Highway Beautification Fund.
2. If this application is approved, the applicant agrees to abide by the provisions of Texas Law and the rules and regulations established by the Texas Transportation Commission pertaining to Commercial Signs and certify that the sign described above is erected and maintained in accordance with all specifications, standards, and requirements under these laws, rules, and regulations.
3. By issuance of a permit, TxDOT does not represent that the sign or location thereof meets city, county, and/or local government laws, orders, ordinances, or other regulations. By issuance of a permit, a contract or property right is not created in the permit of the license holder. *43 TAC §21.202*
4. The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under §552.021 and §552.023 of the Government Code, you are entitled to receive and review this information. Under §559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect.
5. Send completed application, with **original signatures, payment, and all required attachments** to:

TxDOT Payment Processing - ROW Division
PO Box 13043
Austin, TX 78711-3043

You can apply online:

www.txdot.gov > Inside TxDOT > Divisions > Right of Way > Commercial Signs

Contact/Help: Reach us by telephone at (512) 416-3030 or by email at ROW_OutdoorAdvertising@txdot.gov

Part 15 – Decision on Application

FOR DEPARTMENT USE ONLY

Upon review of this application and the accompanying documents, this permit application is:

- ☐ **APPROVED**
- ☐ **APPROVED AS A NONCONFORMING SIGN**
- ☐ **DENIED** because of the reasons outlined in the attached Notice of Denial.

Each permit is valid for one year from the date issued, provided the sign is duly erected and legally maintained. TxDOT may terminate a permit sooner if the State acquires the sign or if the sign is not maintained in accordance with applicable laws and regulations. If the sign license expires without renewal or is revoked, any permits issued pursuant to that license also expire. Permits may only be transferred with approval of the department. Issuance of a permit does not create a contract or property right in the permit or license holder. Nonconforming signs may not be removed and re-erected for any reason, nor substantially changed.

Official Coordinates: _____

Action By: _____ **Date:** _____

Director, Commercial Signs Regulatory Program